

19 AUG 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Employment Verification Requests


1. As of 31 July 1999, the Department of Defense civilian payroll offices no longer complete requests from employees or lenders for employment verification. This responsibility is now performed by an employee's servicing Civilian Personnel Operations Center (CPOC).

2. Employees serviced by the Army National Capital Region (ANCR) CPOC should send their requests for employment verification by fax to the Management Support Office, (703) 805-3126, or mail them to the following address:

ANCR CPOC  
ATTN: Mail & File Room  
5870 21<sup>st</sup> Street, Suite 1  
Fort Belvoir, VA 22060-5919

3. The ANCR CPOC's goal is to complete and return a request within 2 workdays. Requestors who have not received their forms back, or a status within 4 workdays, should first contact Ms. Joan Boswell, Chief, Management Support Office, ANCR CPOC, (703) 805-2048. Requestors unsuccessful in confirming that their forms have been completed by the ANCR CPOC should contact Ms. Pat Lane, HQ AMC Civilian Personnel Advisory Center, Room 7C22, AMC Building, (703) 617-8244, for further assistance. Requestors should provide a copy of the forms submitted to the ANCR CPOC and, if available, a confirmation of their receipt.

4. DCSPER - Providing Quality Service to Our Customers.

  
MELINDA McMILLON DARBY  
Deputy Chief of Staff  
for Personnel

HOWARD A. OLSEN  
Colonel, GS  
Assistant Deputy Chief of Staff  
for Personnel

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